

Town of Egremont
Human Resources Committee
Meeting Minutes
Monday, October 27, 2021

Present in person: Chairman: George McGurn
Members: Chuck Ogden and Laura Allen
Cara Becker, Personnel Director

Chair McGurn opened the meeting at 5:00 PM

The minutes from the September 27^h meeting were approved as presented through a motion by Laura Allen, seconded by Chuck Ogden and accepted by unanimous voice vote.

Policies and Procedures were reviewed, and suggested changes were agreed upon. Personnel Director, Cara Becker will follow-up on a few items that were discussed and need further clarification. One such item is the section regarding 'Weather and Emergency Events.' The policy as it stands is unclear regarding who gets paid when town buildings are closed in these types of situations. It was also decided that a paragraph be added to the 'Vehicle Use' section regarding the van program; use, maintenance etc.

When complete, the updated Policy and Procedure Manual will be submitted to the Board of Selectman

There was discussion regarding the performance evaluation document. The committee decided to use the Westminster evaluation and fill in items from our current form that may be missing to create a new evaluation form. Personnel Director, Cara Becker will create a draft to present to the committee. It was agreed that a self-evaluation will no longer be used.

Personnel Director, Cara Becker gave updates. She announced that she created a draft job description for the Fire Chief since, currently, there is none. She is awaiting his feedback.

Laura Allen has compiled the information for the 'Employee cost' project. She will send the final information to the committee for review.

The meeting ended at 6:00 pm. The next meeting date was not set.

Respectfully submitted,

Cara Becker, Personnel Director